

ROUGH DRAFT

Process for hiring and interviewing Rock Ridge staff

1. Board approves posting of new position. Or, if the position which is open is refilling an ongoing position, the vacancy is discussed in either an admin meeting or principal meeting or between the superintendent and principal in whose building the vacancy occurs. If internally approved by the superintendent, the vacancy is then posted by Debbie Wiirre.
2. Applicants apply for position through Applitrack.
3. Applicants (especially teachers and administrators) must apply with: (Note: Non-teaching and admin applicants must apply with a, b,d,e,f, as applicable)
 - a. Cover letter
 - b. Resume
 - c. Transcripts
 - d. Letters of recommendation
 - e. Completed district application
 - f. Copy of licensure
4. Applicants are screened by administrator in charge of hiring process
5. Selected applicants are invited for an interview
6. With input from other staff, the administrator in charge of the interviews creates questions for the interview.
7. Interview team is led by the administrator in charge of the interviews and the administrator in charge of the interviews invites others to sit on the interview team. Other teachers or administrators volunteer to sit on the interview team. Those who sit in on the interview team are not paid if any interviews occur outside the normal work day. The typical interview team has between 3 and 12 individuals on the team, depending on the position being interviewed for. Each individual on the interview team usually volunteers 3-8 hours of their

time. If an administrator is being hired, often a school board rep is included on the interview team.

8. The interview team is told by the administrator in charge of the interviews, how to act during the interviews, how to record their notes on each candidate, and what they can and can't say to the candidate.
9. Selected applicants interview for the position. All candidates receive the same predetermined questions.
10. The interview team discusses and rates/ranks the candidates.
11. The administrator in charge conducts reference checks. [Note: This step is often also included as part of step 4. It is not unusual for two rounds of reference checks to be conducted on a candidate.]
12. If there is reason to suspect anything in the reference checks or background of the candidate which may affect the well-being of BIPOC students and families, the Cultural Liaison will be consulted. The Cultural Liaison will provide valuable input on potential hires within the building(s) they work. Their insights will help promote a supportive and inclusive environment. While the final hiring decisions are made by the school board, the liaison's perspective is an important part of the process.
13. If all references check out well, the administrator in charge brings the committee recommendation to the school board. A district form is completed listing who was on the interview team and other information, including the date of the interviews, and the number of applicants and number of individuals interviewed.
14. The School Board approves the hiring recommendation.
15. All interviewing questions and notes by the interviewing team are placed in district storage. This is required by State law.

2/2025